

# ELECTIONS 101: The Administrator Certification Course

April 2015

Introduction: Election Administrator Certification Program

Video: PBS “Who Counts? Election Reform in America”

## **Chapter 1 Election Administration**

1.1 Overview of Law

*Activity: Researching laws*

1.2 Disability Awareness

*Video: “Hidden In Plain Sight”*

1.3 Public Records

## **Chapter 2 Voter Registration**

2.1 Voter Registration

2.2 Precinct and District Boundaries

## **Chapter 3 Pre-Election**

3.1 What Elections, When?

3.2 What's on the Ballot?

3.3 Candidate Filing

3.4 Election Preparation

*Video: SNL “Ballot Design”*

## **Chapter 4 Balloting**

4.1 Security

*Activity*

4.2 Issuing and Receiving

4.3 Initial Processing

4.4 Final Processing

*Video: “Every Vote Counts”*

## **Chapter 5 Accountability**

5.1 Canvassing Board

5.2 Completing the Election Process *Activity: reconciliation*

5.3 Recounts

5.4 Toolkit